



Alaska Department of Labor and Workforce Development
Alaska Workforce Investment Board
Executive Committee

August 25, 2010
NY Life Building
701 W. 8th Ave., 10th Floor
Anchorage, Alaska

DRAFT NOTES

Introductions and Agenda Overview

Chair Lynch opened the meeting and indicated we wanted to cover several things including; Survey results; Committees; RAC's; Mentoring; Short term goals; October meeting agenda and identifying a way of engagement for board members.

There were several different themes from the committee members. The nuts and bolts issues identified were;

- a. Effective and efficient use of time and increase engagement of the members. Effective, Efficient, Engagement (EEE).
- b. Managing each committee agenda, how does information flow from the committee to ex co to full board?
- c. Regional Advisory Councils (RACs) and how we can best utilize beyond what is written in initial documentation (forming RACs).
- d. Mentoring program – instead of orientation more of an oversight activity showing new board member where we have been and where we are going
- e. Goals

October AWIB meeting.

The agenda was discussed and changes were suggested. Executive Director Cashen will make the changes and send out to the Ex Co for review.

It was determined to have an Exco meeting on Sunday, October 24th from 5:00 p.m. – 7:00 p.m. The Ex Co will meet on Monday before the February AWIB meeting. At the time of the retreat AWIB staff had not received quotes from the competitive bidding process for a meeting location.

There was discussion about possible sponsors for a reception at the AWIB meeting. Possible sponsors named were Usibelli Coal Mine; Banner Health and the building trades. Linda Hulbert will contact the Fairbanks legislators and let them know the AWIB will be in town and invite them to the reception.

There was discussion about how the Ex Co can help articulate information to the board members. Ideas included;

- Putting important information at the front of meeting
- Using a separate packet for action items

Jobs Are Alaska's Future

- Bring action items to the board the first day, take action the second day
- Set expectations up front for committees
- Ex co members contact board members.

It was determined the Ex Co members will contact the board members. The contact assignments are as follows;

Jim Lynch – Helen Mehrkens and Kathy Craft
 Linda Hulbert - Cynthia Erickson and Fred Villa
 Michelle Zenger - Mike Woods and Mae Hank
 Dave Rees - Marty Anderson; Tony Delia and Ken Peltier
 Jim Laiti - . Joey Merrick and John MacKinnon
 Doug Ward – David Stone and Pearl Strub
 Chris Gregg – Larry Bell and John Cannon
 Greg Cashen - Juanita Ayers

Distinguished Guests – Diane Barrans, Executive Director, ACPE
Mike Andrews, Executive Director, AWP

Mike Andrews and Diane Barrans engaged with the group to formulate ideas for working with the committee structure. Outcomes of the discussion included;

- Change statute for committee structure – work product of policy and planning committee.
- Work around the statute and blend committees
- Talk to Paula Scavera and Commissioner Bishop regarding an administrative order for changing the committee structure.
- Focus on things that constrain the AWIB and not stray too far from federal requirements or state statute
- Have the ASEP talk to the board, tie in economic development.
- Not all boards/commissions use committees. The work plan governs the activity of the organization; those activities feed into the work plan. They rely heavily on staff and the commission/board is engaged at the policy level.
- Use resources to do a ‘blue sky’ to get the committee/board to a higher level.
- Look at Common Wealth North report
- Map of what we are working on (dashboard)

Chair Lynch would like to have a discussion about constraints. He suggested having Paula Scavera on the September Ex Co agenda. It was suggested staff look at constraints so the Ex Co could review at the September meeting. The Ex Co could then propose changes to the full board at the October meeting

Roles and Responsibilities of AWIB Committees

Oversight of Employment Education Training Programs **WIA Annual Report, State WIA Plan, STEP, Annual Report to Legislature**

- Define and Communicate Scope (What do committees do we need to get job done?). This needs to carry out the State WIA plan.
- Each committee is an arm of the AWIB whose purpose is to achieve the goals set forth by board

- Ex Co gives committee assignments – Committees develop “work plan – short term action”
- Have three bullet points under each committee. For areas of focus

Chris Gregg, Youth Council Chair presented the Ex Co with priorities from the youth council face to face meeting. Those priorities include;

1. Two youth council members be on the evaluation for youth programs
2. Youth council with another state that has a strong YC (teleconference)
3. Request a monthly accounting of WIA programs or youth funding programs
4. Legislative committee to encourage AWIB to have someone come in from education associations for K-12 updates
5. Ask for a complete inventory of youth employment and training services
6. For YC members to be on other AWIB committees
7. Get businesses involved
8. Senate Bill 221 Task Force for college and career readiness. Ask Fred Villa to give report.
9. Creation of Youth Council Website (Requested by Chair Gregg)

Chair Gregg will present these priorities to the full board at the October meeting.

Review of AWIB Self-Assessment Survey May 2008 vs. June 2010

The committee reviewed the AWIB Self-Assessment Survey. There was discussion about the open ended responses at the end of the survey. The committee noted the open ended comments on the survey are much more positive. There is a real disconnect between what the survey shows and what our role is. In reading the open ended responses people are asking for more information, understanding roles and responsibilities.

Action Plan, Next Steps, and Outcomes

Have to Do	Ongoing initiatives	Ex Co sees as important – seeking input from board
Annual Report – Due October 1, 2010 Review and approve the ASESP plan, then will go into implementation – October 25, 2010 State WIA Training Progress Report to Legislature, Due in February 2011 30 days after legislative session begins Involvement in State Plan, due 6/30/2011	CTE AGIA Alaska State Energy Sector Partnership (ASESP) Healthcare Plan	Statute review Dashboard/ map of training (review Common Wealth North?) STEP/TVEP Connect workforce development with economic development Connect with other successful State AWIB's Funding (budget) Board development Regional Advisory Councils Priority industries narrow down to priority occupations

ACTION TRACKER**August 25, 2010 Ex Co Retreat**

WHO	WHAT	DUE BY	STATUS
Ex Co	Report to the Board about retreats.	October board meeting	
Staff	Invite Paula Scavera to next Ex Co meeting to discuss constraints. Chair Lynch would also like to have staff look at constraints.	September 14, 2010	
Linda Hulbert	Invite Fairbanks legislators to AWIB meeting reception.	October 15, 2010	
Jim Lynch	Contact Helen Mehrkens and Kathy Craft about board meeting.	October 15, 2010	
Linda Hulbert	Contact Cynthia Erickson and Fred Villa about board meeting.	October 15, 2010	
Michelle Zenger	Contact Mike Woods and Mae Hank about board meeting.	October 15, 2010	
Dave Rees	Contact Marty Anderson; Tony Delia and Ken Peltier about board meeting.	October 15, 2010	
Jim Laiti	Contact Joey Merrick and John MacKinnon about board meeting.	October 15, 2010	
Doug Ward	Contact David Stone and Pearl Strub about board meeting.	October 15, 2010	
Chris Gregg	Contact Larry Bell and John Cannon about board meeting.	October 15, 2010	
Greg Cashen	Contact Juanita Ayers about board meeting.	October 15, 2010	

Zoomerang Survey Results

Alaska Workforce Investment Board Self-Assessment

Jun 23, 2010 1:14 PM PST

1. The AWIB board chair and executive director have established an environment that encourages, supports, empowers and reinforces the contributions of AWIB board members and other stakeholders.

Completely Agree	9	53%
Somewhat Agree	7	41%
Disagree	1	6%
Don't Know	0	0%
Total	17	100%

2. The AWIB leadership has clearly communicated the board's vision, mission and goals so that as a board member, I understand them.

Completely Agree	2	12%
Somewhat Agree	11	65%
Disagree	4	24%
Don't Know	0	0%
Total	17	100%

3. I am satisfied with the personal contribution I am making to the AWIB board's strategic planning process.

Completely Agree	2	12%
Somewhat Agree	10	59%
Disagree	4	24%
Don't Know	1	6%
Total	17	100%

4. I am satisfied that the AWIB board has correctly identified our customers and their expectations for the board and for the workforce development system.

Completely Agree	0	0%
Somewhat Agree	9	56%
Disagree	7	44%
Don't Know	0	0%
Total	16	100%

5. I am satisfied that the AWIB board examines the long term economic development trends, employment

opportunities and population demographics of our area.

Completely Agree	3	18%
Somewhat Agree	12	71%
Disagree	2	12%
Don't Know	0	0%
Total	17	100%

6. The AWIB board has a management process that establishes accountability for the activities of the board and its individual members.

Completely Agree	3	19%
Somewhat Agree	6	38%
Disagree	7	44%
Don't Know	0	0%
Total	16	100%

7. The AWIB board committee's, staffing structure and operating procedures are helpful in supporting the work of the board.

Completely Agree	1	6%
Somewhat Agree	15	88%
Disagree	1	6%
Don't Know	0	0%
Total	17	100%

8. The AWIB board effectively oversees the public funds for which it is responsible.

Completely Agree	2	12%
Somewhat Agree	5	31%
Disagree	8	50%
Don't Know	1	6%
Total	16	100%

9. I understand my responsibilities as an AWIB board member and feel that I have had adequate orientation and training to make informed decisions.

Completely Agree	5	29%
Somewhat Agree	9	53%
Disagree	3	18%
Don't Know	0	0%
Total	17	100%

10. I am satisfied that the AWIB board is positioned to identify and address key workforce issues in our area.

Completely Agree	3	18%
Somewhat Agree	9	53%
Disagree	4	24%
Don't Know	1	6%
Total	17	100%

11. I feel that the AWIB board meetings are well organized and conducive to meaningful and relevant discussion.

Completely Agree	4	24%
Somewhat Agree	11	65%
Disagree	2	12%
Don't Know	0	0%
Total	17	100%

12. I clearly understand the AWIB board's governance process and the expectations of our chair and executive director.

Completely Agree	5	29%
Somewhat Agree	8	47%
Disagree	3	18%
Don't Know	1	6%
Total	17	100%

13. The AWIB board analyzes available workforce data, employer information and training provider capacity as part of its strategic planning process.

Completely Agree	2	12%
Somewhat Agree	8	47%
Disagree	5	29%
Don't Know	2	12%
Total	17	100%

14. I am satisfied with my own participation on AWIB board committees.

Completely Agree	1	6%
Somewhat Agree	12	71%
Disagree	3	18%
Don't Know	1	6%
Total	17	100%

15. I am satisfied with the overall contribution I am making to the mission of the AWIB board.

Completely Agree	1	6%
Somewhat Agree	11	69%
Disagree	3	19%
Don't Know	1	6%
Total	16	100%

16. Please list the top 3 AWIB board strengths.

17 Responses

17. Please list the top 3 challenges you see facing the AWIB board.

17 Responses

18. Please provide any additional comments you may have regarding the AWIB board or the upcoming retreat.

9 Responses

Alaska Workforce Investment Board Self-Assessment

June 23, 2010

Results Overview: Open Ended Responses

16. Please list the top 3 AWIB board strengths.

#	Response
1	Engaging, Diverse, Strong Leadership
2	executive director, staff, good chairman who is committed
3	current chair; relationships; funds available
4	1. Board members- breadth of knowledge/expertise, diverse geographical representation 2. Genuine concern, interest and knowledge relative to workforce issues, 3. structure facilitates private sector leadership interaction with government decision makers re: workforce issues
5	Regional diversity, good workforce development expertise, high potential in leaders
6	diversity, energy, research
7	Openness for dialogue, Proven results by new STEP program, Resources available to make informed decisions
8	Communication, participation, Notification
9	1 desire of members to serve. 2 diversity of coverage represented by board members. 3 dedication of staff.
10	good chair, good board, good staff
11	Great representation across the State and various industry sectors.
12	1. board is very supportive to each other 2. board members appear committed
13	Research, communication, professionalism
14	Knowledgeable & experienced board members; board members want to improve AK WFD system; staff are capable and supportive
15	Good cross section of members, dedication of effort of members
16	concerned board members, geographic diversity, informed leadership
17	Current leadership, engaged members, an overall desire by most board members to create a high performance board

17. Please list the top 3 challenges you see facing the AWIB board.

#	Responses
1	New WIA Plan, Define AWIB Oversight Responsibilities, Review of ALEXsys - Is it user friendly for all Alaskans?
2	trying to do too much without enough resources
3	integrating health workforce issues; supporting health workforce issues; understanding health workforce issues
4	1. Meeting employer and workers needs relative to Alaska's aging workforce/population 2. Meeting workforce challenges relative to healthcare, vulnerable Alaskans e.g. long term care, community living services for Alaskans who are elderly or experiencing disabilities, 3. meaningful involvement of RAC's (Regional Advisory Councils)
5	Need more connection to economic development particularly with respect to fiscal aspects of the economy; AWIB needs to be seen as more of advisor/resource to Legislature & Governor; The entire AWIB needs to be better informed about the oversight roles in all workforce development programs including those beyond DOL
6	accountability, measurability,
7	Board's understanding of the analysis of information being provided, Lack of direction AWIB provides to regional advisory, VTEP, and youth committees, Immature ability to influence state investments in additional workforce programs such as CTE in high schools and career counseling
8	Need more Diversity on the board, Support from the Governor, Support from the Community
9	1 ensuring coverage statewide. 2 communication to the public what the board functions as. 3 avoiding repetition or redundancy of services.
10	too little time, too many issues, need plan to be more efficient
11	Understanding it's role and responsibilities. Making wise use of it's time in committee and full board meetings.
12	1. board needs clear concise direction 2. defined training for new members needs to be provided 3. clearer directions for board members
13	Accountability for training dollars, assessment structure, connecting funds, or discontinuation of funds, with performance (UAA)
14	Closing the accountability cycle - reports don't lead to analysis and change of practice; Confusion of purpose, i.e. enabling legislation says is policy board but in fact no agency seems to be truly accountable to them - too many loopholes or conflicting "masters".
15	Getting a view of all the Workforce HR efforts in the state, Getting a view of all the Workforce HR efforts in the state, Getting a view of all the Workforce HR efforts in the state,
16	we are responsible for more than we oversee, we need to have a broader vision the Dept. of Labor, need to meet on a more frequent basis
17	Lack of current and useful information regarding the Alaska workforce development system; managing culture change within the Department to recognize AWIBs roles and authorities, lack of regional interaction and recognition of emerging industry sectors in regions.

18. Please provide any additional comments you may have regarding the AWIB board or the upcoming retreat.

#	Responses
1	I believe the reporting for board members is out of hand for a volunteer board, look forward to the big map that shows all the working being done in order for us to be sure there isn't too much overlap and wasted resources
2	I would be interested in having all the board members invited to participate in the retreat whether paid for or out-of-pocket; the EXCO needs to consider whether this board should recommend reporting directly to the Governor's office of DOLWD Commissioner's office as the best long-term strategy; Consider looking not only at other state WIA boards as models, but consider effective Alaska state boards that influence policy for how to determine priorities annually and long-term
3	This survey is from a new guy, and some of the info may correct itself with my own familiarity with the activities as I serve in this capacity.
4	I'm impressed by commitment of group
5	When I was asked to serve on this board I committed myself to do so. I would like to say that I need clearer direction to my task and training in how to accomplish this to be more effective. Currently I feel like I attend meetings and I personally learn of workforce investment efforts but I am not sure what to do with the knowledge that I am attaining.
6	More reports on individual training providers and their success or lack of, we must start concise performance evaluation and a structure to remove funding from inefficient sources
7	Convey appreciation for the intent and work of the board members; suggest project to look at intersecting responsibilities of various boards to clarify communication needs
8	Sec. 23.15.575. Board as state planning entity. Sec. 23.15.580. Functions of the board. AWIB is not performing it's statutory requirement.
9	I would like to see this meeting be an advancement to a continuous process of strategic doing. Retreat is not an option.

AWIB Board Retreat Background

- On February 11th and 12th an AWIB meeting was held in Juneau and the board requested a board retreat to discuss revisions to the statutes and by-laws, role of the AWIB, new board member training/orientation, updates to the AWIB strategic plan, nominations and elections of officers, board structure and committees, functions of the board including accountability and oversight of the Alaska workforce investment system and training programs including STEP, TVEP, and Perkins.
- Chair Baker appointed an ad hoc committee to develop an agenda for a retreat in conjunction with the May AWIB meeting in Seward.
- On March 19th a meeting was held and the ad hoc committee recommended a facilitator for the Board Retreat. Fran Ulmer, Christi Bell, Sally Saddler, and Cynthia Oistad from Rise Alaska were contacted to solicit proposals.
- On April 15th the agenda was finalized and the ad hoc identified four major goals for the retreat 1) to understand the roles and responsibilities of the AWIB; 2) the definition of AWIB governance and authority; 3) clarity of expectations and relationships with the AWIB; and 4) review and feedback from AWIB members moving forward.
- AWIB staff began preparing Board Orientation packets for the retreat which will also serve as orientation packets for new board members in the future.
- Christi Bell, Executive Director of the University of Alaska Center for Economic Development was selected as the facilitator for the retreat based on her extensive experience working with boards and commissions and recommendations from the ad hoc. Linda Ketchum also from the UA Center for Economic Development co-facilitated and also has extensive experience working with boards and commissions.
- In preparation for the retreat the facilitators prepared and administered a self-assessment survey sent to all AWIB members and followed this instrument up with phone calls to solicit input for the retreat and assist with the facilitator's preparedness.

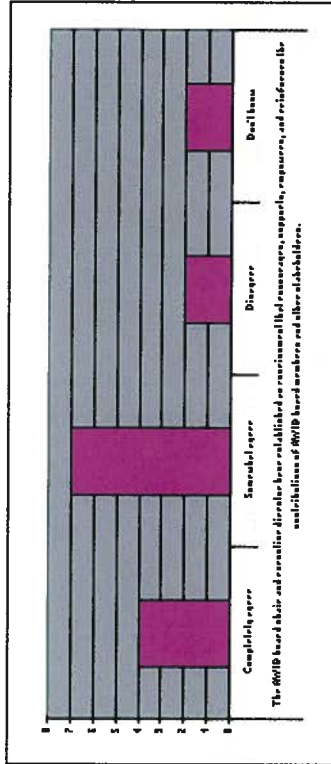
Following is an overview of board member recommendations made to the facilitator, a summation of the self-assessment tool, the retreat agenda, and outcomes of the retreat.

The AWIB facilitator's for the retreat made an attempt to contact each AWIB board member prior to make a self introduction and to seek their input into the retreat in regards what they would like as an outcome. Following were comments received from AWIB board members through those personal interviews made prior to the retreat.

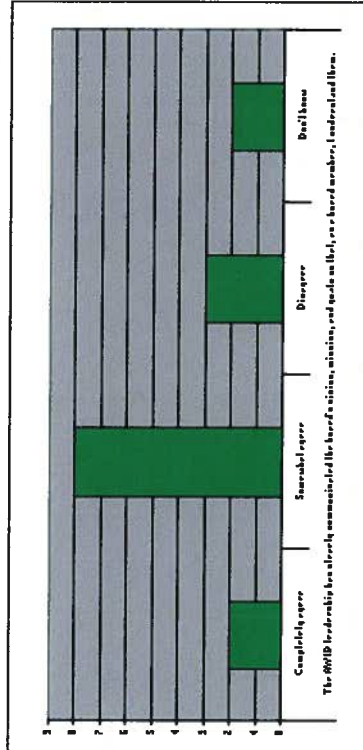
- Strategic planning has already been done. Focus the retreat on roles and responsibilities of individual board members.
- There is a need to move board forward. This has been challenging because the board only meets three times per year in person. The AWIB board is made up of professionals and there is concern that board member time not be wasted. Goals of AWIB may not be clear enough particularly for those new members not involved in setting them.
- The AWIB board needs to review its goals and set priorities to accomplish what can be accomplished given AWIB resources and board member ability to engage.
- The retreat needs to focus on strategies to move the board forward
- The retreat should focus less on statute review and more on moving the board forward. Focus less on going through statutes and more on strategies for moving forward as a board.
- Desired outcome of the retreat is to get a clear picture of AWIB mission and goals and timeline. To really understand basic function of the board, who does what, and their level of responsibility. Desire to get up to speed and be active.
- Looking forward to orientation. Thinks AWIB mission is worthwhile and became involved because of significant workforce development issues and high unemployment rates of people with disabilities. Enthused and optimistic, but knows policy-making can be a slow process.
- As a board member have found it really helpful to have an individual at the board meeting walk through organizational history, and outline where AWIB is going. Every time there's a change in Administration, does it mean there's a change in priorities/direction? What's the best way to communicate AWIB priorities to the governor, and that they're here to support governor (but that it should also work both ways). Suggestions: The strategic plan should be used more in the orientation process. Since board members not participate in sub-committees, why not let them determine which is the best fit for them so that they fully participate. (This would also be a way of staying engaged between face-to-face meetings.)
- It's such a large board, it's hard to get concrete consensus at times. They need a *tangible* vision!
- State needs cohesive, empowered AWIB to serve state this size. One of few states with only one WIB (others include Delaware and Wyoming). They are not getting the full picture. In the past, orientation has been lacking. What is their role? Board members do almost all WIB work on their own or company's time. (System issue.) Example of not fulfilling statutory role: WIB responsible for delineating who's eligible and be involved in selection of Youth Council – never been done by AWIB. Youth Council only met in person in 2008. It's a huge board and at least four seats change out every year. Their agendas are filled with presentations from other groups, but AWIB can't make Yes/No decision. Economically disadvantaged individuals are those eligible – i.e. tribes (with workforce development programs) know who eligible participants are. Does the board really understand what the money is for? There are great individuals on board, but it has never been fully operational. Doesn't have budget to meet face-to-face.

- It's hard to grasp the function, responsibilities, and authority of AWIB. There's a sense of impotency. Board members don't always know what should be accomplished. It's a bright and capable group, AWIB needs to tap into that expertise. Board chair wields a lot of power, and by statute/bylaws chair can only be selected from Business/Industry members (currently three on board). Also Executive Board setup limits board participation: too few people making most of decisions. EB comprises Board Chair and chairs of two committees (used to be four committees). Suggestion: Expand Executive Board to include a co-chair who is selected by the committee, to open it up to other AWIB members.
- Want to know roles, boundaries, where to be effective. Can an AWIB board member talk to legislators; when representing the organization, does a board member need to pay their own way? Recently this board member was fined by APOC for not filling out an application – can a reminder system be set up?

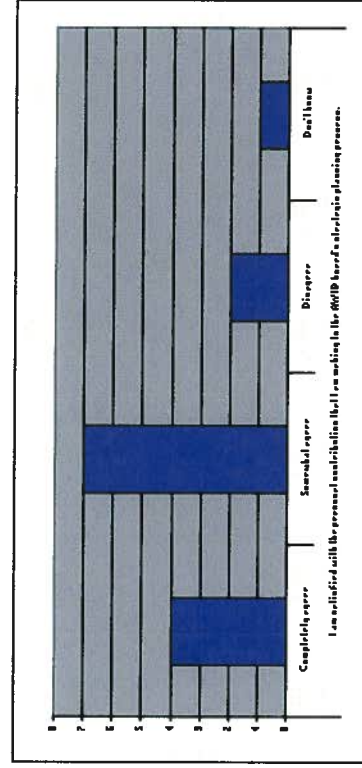
The AWIB board chair and executive director have established an environment that encourages, supports, empowers, and reinforces the contributions of AWIB board members and other stakeholders.	Completely agree	4	27%
	Somewhat agree	7	47%
	Disagree	2	13%
	Don't know	2	13%



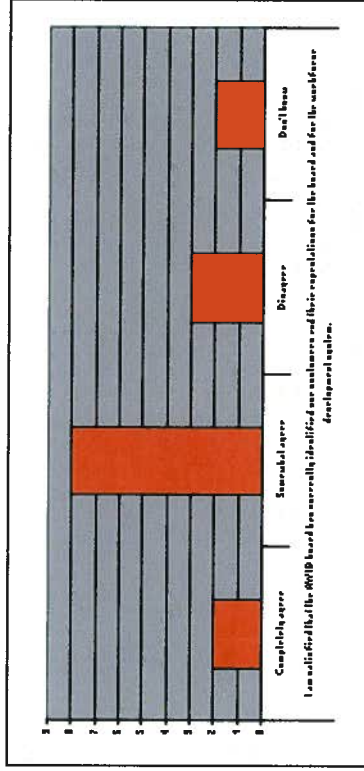
The AWIB leadership has clearly communicated the board's vision, mission, and goals so that, as a board member, I understand them.	Completely agree	2	13%
	Somewhat agree	8	53%
	Disagree	3	20%
	Don't know	2	13%



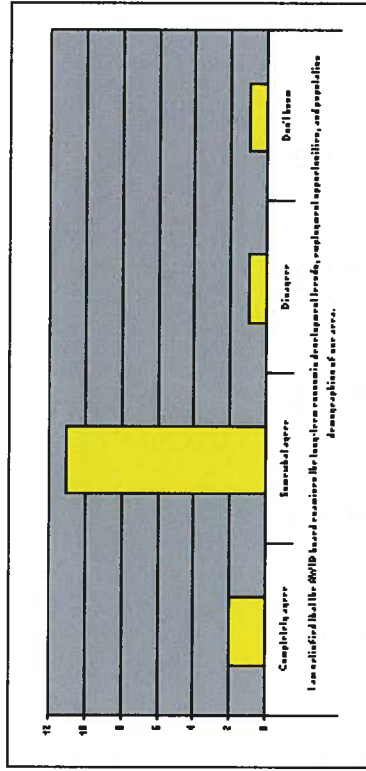
I am satisfied with the personal contribution that I am making to the AWIB board's strategic planning process.	Completely agree	4	29%
	Somewhat agree	7	50%
	Disagree	2	14%
	Don't know	1	7%



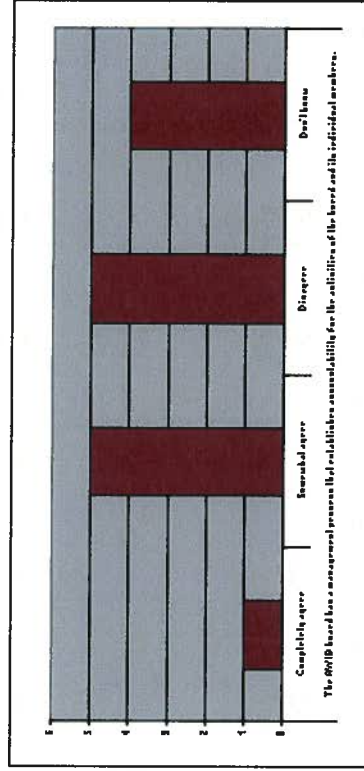
I am satisfied that the AWIB board has correctly identified our customers and their expectations for the board and for the workforce development system.	Completely agree	2	13%
	Somewhat agree	8	53%
	Disagree	3	20%
	Don't know	2	13%



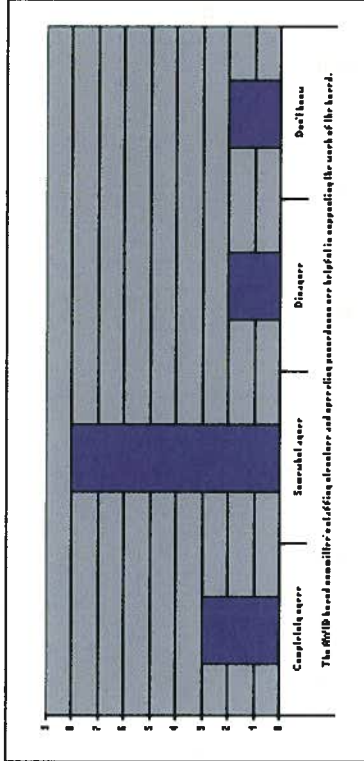
I am satisfied that the AWIB board examines the long-term economic development trends, employment opportunities, and population demographics of our area.	Completely agree	2	13%
	Somewhat agree	11	73%
	Disagree	1	7%
	Don't know	1	7%



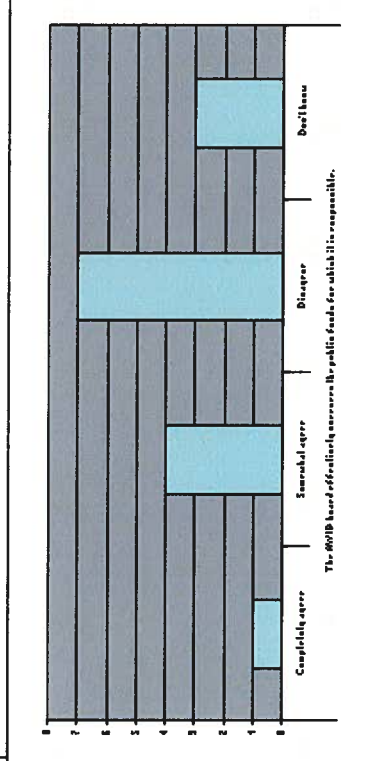
The AWIB board has a management process that establishes accountability for the activities of the board and its individual members.	Completely agree	1	7%
	Somewhat agree	5	33%
	Disagree	5	33%
	Don't know	4	27%



The AWIB board committee's staffing structure and operating procedures are helpful in supporting the work of the board.	Completely agree	3	20%
	Somewhat agree	8	53%
	Disagree	2	13%
	Don't know	2	13%



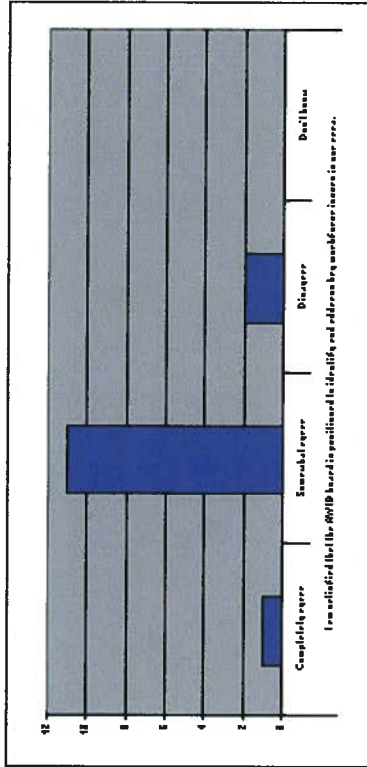
The AWIB board effectively oversees the public funds for which it is responsible.	Completely agree	1	7%
	Somewhat agree	4	27%
	Disagree	7	47%
	Don't know	3	20%



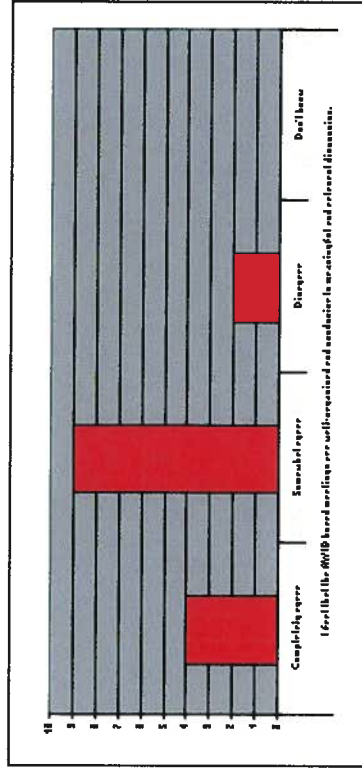
I understand my responsibilities as an AWIB board member and feel that I have had adequate orientation and training to make informed decisions.	Completely agree	2	13%
	Somewhat agree	7	47%
	Disagree	5	33%
	Don't know	1	7%



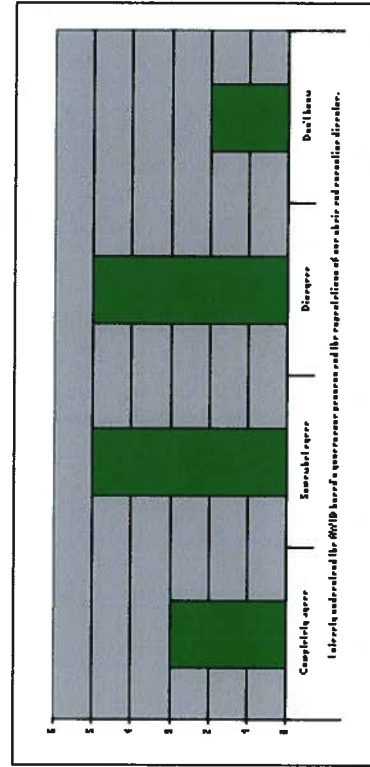
I am satisfied that the AWIB board is positioned to identify and address key workforce issues in our area.	Completely agree	1	7%
	Somewhat agree	11	79%
	Disagree	2	14%
	Don't know	0	0%



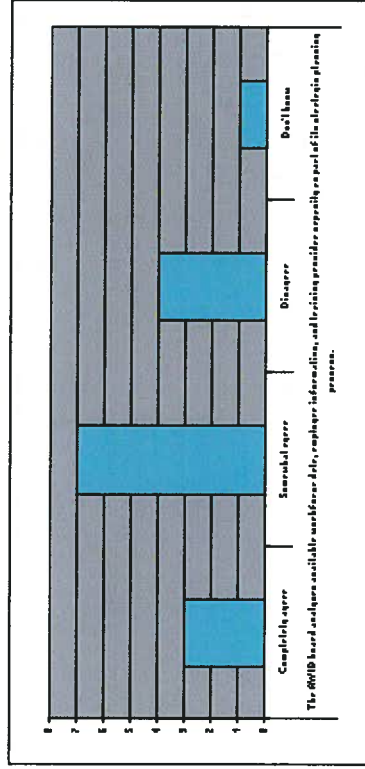
I feel that the AWIB board meetings are well-organized and conducive to meaningful and relevant discussion.	Completely agree	4	27%
	Somewhat agree	9	60%
	Disagree	2	13%
	Don't know	0	0%



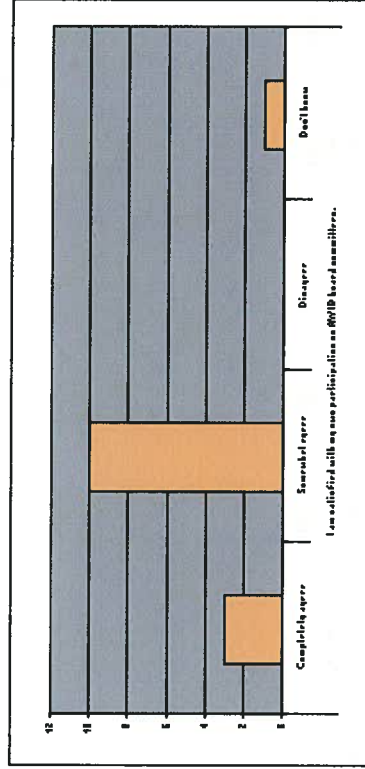
I clearly understand the AWIB board's governance process and the expectations of our chair and executive director.	Completely agree	3	20%
	Somewhat agree	5	33%
	Disagree	5	33%
	Don't know	2	13%



The AWIB board analyzes available workforce data, employer information, and training provider capacity as part of its strategic planning process.	Completely agree	3	20%
	Somewhat agree	7	47%
	Disagree	4	27%
	Don't know	1	7%



I am satisfied with my own participation on AWIB board committees.	Completely agree	3	21%
	Somewhat agree	10	71%
	Disagree	0	0%
	Don't know	1	7%



I am satisfied with the overall contribution I am making to the mission of the AWIB board.	Completely agree	5	33%
	Somewhat agree	8	53%
	Disagree	1	7%
	Don't know	1	7%



At the end of the survey board members were asked a few open ended questions. Following is a summary of responses to those questions.

Please list the top 3 AWIB board strengths.

- Diversity (6)
- Competent, committed members (3)
- Experience in field (2)
- AWIB staff (2)
- Geographic representation (2)
- Open (2)
- Leader
- Some members
- Communications with commissioner
- Strong support from community
- Organization
- Education
- Seeking guidance
- Linkages
- Caring people
- Desire for change
- Data collection
- Work projection
- Information
- AWIB composition of new and experienced members
- Strong commitment
- I don't know yet

Please list the top 3 challenges you see facing the AWIB board.

- Lack of direction/leadership (4)
- Not meeting often enough (2)
- Consensus (2)
- Accountability (2)
- Effective processes (2)
- Compliance with statute
- Participation
- Mission
- Getting results
- Lack of time
- Identifying and articulating labor needs
- Distance
- Knowledge of roles and responsibilities
- High turnover
- Need more private sector representation
- Implementation
- Lack of efficient orientation
- Little continuity

- Need more innovation
- Retirement
- Recruitment of youth
- Vocational education
- Need to establish priorities
- Common vision
- Executive communication
- Allocation authority
- Governor access
- I don't know yet

Please provide any additional comments you may have regarding the AWIB board or the upcoming retreat.

- I am looking forward to the retreat (2).
- Opportunity to understand the role of the AWIB.
- We need to understand our statutory responsibilities.
- One board representing vast state problematic.
- I believe we can make AWIB effective.
- Need more local and regional support and information.
- Hope for clarity on mission, obligations, and annual sequence.
- Need to have all understand the AWIB change.
- I am a new member.

May 19, 2008
Board Retreat Agenda

- | | |
|---------------|---|
| 9:00 – 9:15 | Goals of Retreat <ul style="list-style-type: none">• Roles and Responsibilities of AWIB in Statute• Definition of AWIB Governance and Authority• Review and Feedback from Board Moving Forward |
| 9:15 – 10:00 | Board Orientation – AWIB Staff Leading <ul style="list-style-type: none">• Role of Board Members and Code of Conduct• Administrative Procedures Act• APOC Disclosure |
| 10:00 – 10:15 | Break |
| 10:15 – 12:00 | Roles and Responsibilities of AWIB in Statute <ul style="list-style-type: none">• STEP, TVEP, Perkins• Proposed Revisions |
| 12:00 – 1:00 | Lunch |
| 1:00 – 2:00 | Expectations and Relationships with AWIB <ul style="list-style-type: none">• Role of AWIB with Governor, Commissioner of Labor, DOLWD, and Legislature |
| 2:00 – 3:00 | AWIB Governance Structure <ul style="list-style-type: none">• Alaska Statute, By-laws, and WIA Alignment• Authority of Executive Committee• Composition of the Board• Structure and Responsibility of Committees• Proposed Revisions and Committee Referral |
| 3:00 – 3:15 | Break |
| 3:15 – 4:00 | Review and Feedback from AWIB |
| 4:00 – 4:30 | Next Steps |

**AWIB Retreat
Summary of Outcomes
May 19, 2008**

Overall

- AWIB reports to the Governor
 - Need to ensure that any messages taken to the legislature is consistent with current administration
- Need to improve overall communications with the Governor – more activities at a higher level need to occur
- Meet with the Governor at least two times a year to report on AWIB activities, goals, objectives and vision. Need to establish who will meet with the Governor and when (October)
- Regulatory and bylaw change recommended: fix business, industry and private sector definition confusion; three meeting maximum face to face meetings;
- Additional resources needed for AWIB – for additional meetings; Regional Advisory Councils
- Regional Advisory Council's – need to get top three priorities identified and to get Anchorage involved – following this develop a concise statewide summary of priorities.

Board and Committee Challenges

- Establishing a quorum (due to lack of board member participation) has forced the combining of committee's

Board Meeting Recommendations

- Establish ad system or process whereby new board members receive mentoring from long-term board members so that new members feel welcome and more quickly come up to speed and are better able to filter through the information that they need to be familiar with to make decisions.
- Keep track of attendance, write letters to Board members that are not participating and enforce bylaw article that removes Board members for lack of participation.
- Have the AWIB chair and/or commissioner write a letter to thank board members for their participation in AWIB and as a letter of introduction state key roles and responsibilities such as attendance at board meetings, retreats and active participation in committee's.
- Set a regular schedule for meetings after agreeing on a time that is most convenient for all.

Committee Recommendations

- Develop position papers and/or clear description of each committee so that the full AWIB board understands the roles and responsibilities of each committee and duplication is minimized.
- Set maximum and minimum number of participants so that no everyone is on one committee
- Update “Responsibility” chart to ensure AWIB statute, bylaws, and federal WIA requirements pertinent to a committee are incorporated and addressed – GAP analysis
 - Chair of each committee will review and incorporate any additional roles and responsibilities for their committee and then will forward to AWIB staff for review
- Annually have the chair write a letter that outlines the expectations, roles and responsibilities of the committee being chaired.
- Update the AWIB bylaws to include committee participation – i.e. if board members miss multiple consecutive meetings they will be removed.
- Ensure that the time scheduled for committee meetings is a convenient time for the committee participants.
- Keep separate minutes for committees that have been combined. Additionally, officially start and stop the committee meeting to move into the next committee meeting.
- Give resources to committees to support more face to face meetings or incorporation of technology tools such as Skype.

General Recommendations

- Need to maintain local connection – merging to one board has made this more challenging
- Need better funding mechanism to assure financial resources to fulfill responsibilities
- Perkins overview
- Clarify definitions of Business and Industry and Private Sector – could be information opinion or policy call
- Establish Regional Advisory Councils
- Coordinate work of committees – add what they’re doing to list
- Building Anchorage group back up
- Build internal and external communication
- Identify high demand jobs

STEP Recommendations

- AWIB provides oversight to program
- Very successful program
- Business partnership administers
- Pot of \$ to put towards programs
- TVEP – set program

Pluses – What Worked

- Feel more comfortable in role as board member; attorney's overview very helpful
- Encouraged – time on committees and other issues well spent
- Discussion on empowering board with Administration
- Questionnaire – outside perspective (from speakers) – Board Handbook
- Board Handbook – resources – information on committees
- Lots of opportunity in room – exciting; Board Handbook
- AWIB overview from Larry McKinstry; David Stone's presentation; four retreat goals met
- Questionnaire – made us think about what's important ;annual orientations would be good
- Statute overview not too dry
- Board Handbook very good – orientation – renewed focus on committees – Deputy Commissioner Stone's report on STEP – and thanks to hard-working committee members
- Board Handbook – learning about regulatory inconsistencies
- Face incredible opportunities – and challenges, eg. STEP. Liked focus on opportunities. Excited about clarity – move back to bottom-up system.
- Facilitation helped absorb information
- Lots of good notes, facilitation helped dispel confusion; important discussion on committees
- Productive – learning all day – enjoyed discussion
- Compilation of materials; event preparation; top-notch board; identified priorities well; higher expectations and empowerment – free lunch!
- Appreciate Board Handbook; more encouraged, comfortable in role, excited; committee discussion was helpful
- Good dialogue; Deputy Commissioner's explanation that AWIB reports to Governor

Wishes – What Could Be Done Differently

- As new board member, felt a little intimidated: talk more about new members and committees
- Do this again – need foundation